

Women and Children's Directorate

Clinical Advisory Board for the New Children's Hospital Outpatient Services Sub Group

Minutes of the meeting held on Tuesday 20th June 2006 in the Queen Mother's Hospital
Classroom 12:00 – 13:30

Attendee List:

Mrs Eleanor Stenhouse, Mrs Coral Brady, Ms Maureen Kinney, Ms Lesley Bedford, Ms Diane Fung, Dr Neil Gibson, Mr Robert Greig, Mr Stuart O'Toole (on behalf of Constantinos Hajivassiliou), Mrs Marilyn Horne, Ms Diane King, Dr Tim Lavy, Sr Maureen Lilley, Ms Anne Maclean, Dr Pamela McHenry, Dr Mary O'Regan, Sr Karen Prince, Dr Ian Ramage, Ms Heather Read, Ms Hilary Reidpath, Ms Gillian Wilson. Ms Fiona Mercer, Planning Manager New Children's Hospital.

Apologies:

Dr Isabelle Cullen, Mr Jim Harrigan, Ms Caroline King, Mr Haythum Kubba, Mrs Lynne Robertson, Ms Marie Valente.

1. Welcome

Eleanor welcomed the group and thanked members for attending at such short notice.

2. Purpose and Remit of Group

Members were directed towards the paper entitled "Clinical Advisory Board – Sub Group OPD", circulated with invitations to attend.

This paper highlights the key principles and key tasks to be achieved by the Sub-Group within the given timescales. All initial key task results require delivery by late August / early September 2006.

Members have been selected as a result of their existing role with Outpatient activity. It is expected that members will work closely with their teams in order to deliver the tasks. It is anticipated that each member will deliver back a written brief of requirements of their area within the timescales discussed.

Membership of the group was discussed. Further members may be identified in due course. It is important to emphasise to colleagues that this is an inclusive process and that all input with thoughts and ideas are very welcome. (A full list of contacts is attached to the back of these minutes, members are actively encouraged to work together)

3. Patient Focus (and Public Involvement)

Ms Mercer updated members regarding a specific Patient Focus to the overall project, that is being lead by Niall McGrogan (NHSGG&C HQ), however, emphasised the need for all sub-groups to discuss with service users any developments / transfer ideas that may be submitted. It was recommended that all workings / document submissions are formally recorded and stored in case of requirement in the future.

4. Key Task – Written Brief

ACTION - ALL

To provide a written brief that will initially include the following aspects:

1	What is your existing accommodation and facilities?
2	What is the current utilisation level of your accommodation and facilities?
3	What specific developments are forecast that may impact on the above (referenced)?
4	Any areas of accommodation etc. that do not exist – but should. What currently works / doesn't work / could be improved? (include brief justification*)?
5	What other services do you need to be co-located with (in preference order)?
6	What other services do you work with, but do not necessarily need to be co-located with?
7	In terms of layout of the new hospital – where would be the best location for your service?
8	Are there any other specific requirements / support services you think your visitors or staff would need access too?
9	How compliant is the service you've proposed above with your existing staff model?
10	How does your proposal fit with best-practice ways of working?
11	Is there any other information that you think needs to be included at this stage?
12	To what extent did you consult with your staff and patients with the above report?

Further details may be requested later on in the process – however, the above will be helpful for initial purposes.

It was noted by members that it would be helpful to have an indication of the number of patients aged 13 – 15 (inclusive) broken down by specialty who would be treated in the new hospital. This would potentially impact on the amount of resource / facilities required in the new set-up. This information is required as soon as possible **ACTION – Mrs Horne**

It was suggested that it may be helpful to bench-mark specialty areas against other paediatric hospitals.

*It was stated that any recommendations included within the brief for developments (above and beyond the existing service) must be realistic and reflect the statutory requirements of the specialty – and not simply a “wish list”. If there is the opportunity to enhance a specialty or service within the existing accommodation remit – then this should definitely be included.

5. Next Steps

Each individual brief needs to be fed back to Coral who will collate all responses into a single feed-back document. This document will then be circulated amongst all Members for comments / amendments prior to submission to the new hospital team.

Content may also be shared (either during the process or on completion) with the other sub-groups, and will be shared with the Clinical Advisory Group at regular intervals.

The first outline draft is required in time for the next meeting.

ACTION - ALL

6. Next / Future Meetings

The next meeting is scheduled for 12:00 – 13:30 on Tuesday 4th July in the QMH Lecture Theatre. Future meetings are listed below:

- 12:00 – 13:30 Tuesday 18th July in the RHSC Committee Room
- 12:00 – 13:30 Tuesday 1st August in the QMH Classroom
- 12:00 – 13:30 Tuesday 15th August in the QMH Classroom
- 12:00 – 13:30 Tuesday 29th August in the QMH Classroom

Due to the absence of the Chair / Deputy Chair, Mrs Marilyn Horne (Medical Records Manager) has kindly offered to chair the meeting on the 4th July 2006.

Contact List for Members of the Outpatient Services Sub-Group

Name	Job Title	Contact Number
Eleanor Stenhouse	Head of Midwifery	80552
Coral Brady	Head of Outpatient Services	89279 / P. 07699 646825
Maureen Kinney	Administrator	80673
Lesley Bedford	Senior Radiographer	80096
Joan Burns	Consultant, Clinical Psychologist	80714
Isabelle Cullen	GP / Chair of SHF	
Diane Fung	Dental Surgeon	80056
Neil Gibson	Consultant, Respiratory	80815
Robert Greig	Head of Orthotics	80073
Stuart O'Toole on behalf of Constantinos Hajivassiliou	Consultant, General Surgeon	
Jim Harrigan	Audiology Manager	89210
Marilyn Horne	Medical Records Manager	80040
Caroline King	Manager, Lung Function Lab	
Diane King	Day Care Nurse Specialist	80120
Haythum Kubba	Consultant, ENT	
Tim Lavy	Consultant, Ophthalmologist	
Maureen Lilley	Nurse Practitioner, Manager Ambulatory Daycare	89359
Anne Maclean	Chief Dietician, Dietetics	80677
Pamela McHenry	Consultant, Dermatologist	89220
Mary O'Regan	Consultant, Neurology	80130
Karen Prince	Sister, Outpatients	80039
Ian Ramage	Consultant, Renal Services	80129
Heather Read	Consultant, Orthopaedics	80276
Hilary Reidpath	Chief Technician, EEG	80091
Lynne Robertson	Clinical Services Manager, Medical	
Lesley Smith	Superintendent Physiotherapist	80061
Marie Valente	Head of Child Protection	
Gillian Wilson	Community Clinical Services Manager	80911
Jean Wilson	Lead Nurse, Medical	80759